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Subject: HAF/A1C Message # 2025-0017 (UPDATE 1) -- Department of Air Force (DAF) Deferred Resignation Program (DRP) Offboarding Guide
Date: Wednesday, March 5, 2025 7:06:48 PM
Attachments: [DAF Deferred Resignation Program Offboarding Guide v2 dtd 5 Mar 2025.pdf](#)

MESSAGE FROM THE CIVILIAN FORCE MANAGEMENT DIRECTORATE (AF/A1C)

HAF/A1C Message # **2025-0017 (UPDATE 1)**

SUBJECT: Department of Air Force Deferred Resignation Program Offboarding Guide

BLUF: **//FOR ACTION//** For widest dissemination of the Department of Air Force (DAF) Deferred Resignation Program (DRP) Offboarding Guide to facilitate execution of the Office of Personnel Management (OPM) Deferred Resignation Program.

BACKGROUND: The Office of Personnel Management (OPM) sent an email notice, subject *Fork in the Road*, to all federal employees on 28 January 2025. The email announced four pillars of reform for the federal workforce and offered a voluntary resignation option for federal employees who choose not to continue employment in their current role utilizing a deferred resignation program. This is a voluntary exit incentive program and applied to both appropriated fund and non-appropriated fund personnel. The program window closed on 12 February 2025 (7:20pm ET) and OPM did not accept applications after this date/time.

TALKING POINTS:

- The purpose of this guidance is to provide general DRP information and streamline the offboarding process for DRP participants. The guidebook will assist commands with processes to validate an employee's eligibility to participate in the DRP, validate an employee's intent to resign or retire via the DRP, notify participating employees of required DRP agreements, and initiate offboarding processes.
- **[UPDATE]** This information is not all-inclusive, and consideration should be made to established local command/organization/unit processes and/or guidance. This guidance may be updated if subsequent information is required to facilitate the DRP within DAF. The current version of this guidebook is [Version 2.0 dated March 5, 2025](#).
- **[UPDATE]** Version 2.0 of the DRP Offboarding guidance includes the following updates:

- Modifies the agreement from a sample to *the* DAF Final Separation Agreement between the agency and employee.
- Recommends commands also retain signed copies of their agreements.
- Removes reporting requirements for commands.

- The Air Force Personnel Center (AFPC) and the Air Force Services Center (AFSVC) will issue operational guidance including information on the separation process via myFSS as needed.

- Guidance on Deferred Resignation, as well as other civilian personnel priorities, is available at: [Executive Orders And Presidential Memorandums | DCPAS](#) and <https://www.opm.gov/fork/faq/>.

For additional information, contact AF/A1CT POCs: Ms. Julie Jo, at julie.jo.1@us.af.mil; Mr. Chris Hunt, christopher.hunt.20@us.af.mil and AF/A1CP (NAF) POC: Ms. Debra Martin-Robillard, debra.martin-robillard@us.af.mil.

All A1C Numbered Messages are maintained on A1C's SharePoint located at: [A1C Numbered Messages](#).

ATTACHMENT: Department of Air Force Deferred Resignation Program Offboarding Guide, Version 2.0

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